



**Department of Education
Students Channel – Immediate Office**

Resume Checklist

Applicant Name: _____

Applicant Contact Information: _____

Position Applying For: _____

Level: _____

Overall Comments: _____

Continue Process? ☐ **Yes** ☐ **No**

Reviewer: _____

Date: _____

Telephone Number: _____

Signature: _____



Department of Education Students Channel – Immediate Office

Resume Checklist

| Resume Headings | Considerations | <input checked="" type="checkbox"/> |
|-----------------------------|---|-------------------------------------|
| Career Objectives | <ul style="list-style-type: none"> Is the applicant's objective strong or weak? Genuine interest in the position? | |
| Major of Study | <ul style="list-style-type: none"> Related field of study to position applying for or related skills that map to position requirements | |
| Education | <ul style="list-style-type: none"> Technical degree – Major GPA greater than or equal to? Non-Technical Degree- Major GPA greater than or equal to? Undergraduate or graduate degree in related field where appropriate | |
| Work Experience | <ul style="list-style-type: none"> If the applicant is a recent college graduate: <ul style="list-style-type: none"> Worked at least part-time during school Worked minimum of 10 hours/week while school in session (i.e. resident advisor, tutor, work study, job off-campus) | |
| Activities | <ul style="list-style-type: none"> Actively involved in 2 or more extracurricular activities <ul style="list-style-type: none"> Professional or social organizations Individual or team sports Community Involvement Continually and actively involved- need to demonstrate commitment as well as variety Evidence of well roundedness? | |
| Skills | <ul style="list-style-type: none"> Computer skills (Microsoft Office, i.e. Word, Excel, PowerPoint, etc.) Organizational skills (setting and achieving goals for self and with others, managing your time)) Communication skills (written including proper grammar, good vocabulary, correct spelling, use of "action" verbs) Interpersonal skills (relates well to others; good working relationships with customers and colleagues) Problem solving/Analytical skills (analyzing and synthesizing information clearly, finding key issues and ingenious solutions) Leadership skills (motivating and influencing others) Teamwork skills (contributing to the success of formal/informal teams) | |
| Additional Qualities | <ul style="list-style-type: none"> Flexibility (responding to change through your breadth of intellect, interests, knowledge and attitudes) Strong work ethic Honesty/Integrity Motivation/Initiative Unique personality characteristics | |